General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address GSA Advantage! is:

GSAAdvantage.gov.

Schedule Title: Advertising and Integrated Marketing Solutions

FSC Group: 541

Contract Number: GS-07F-0146T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: December 6, 2006 through December 5, 2011

Marketing Drive Worldwide

800 Connecticut Avenue 3rd Floor East Norwalk, CT 06854 Phone: 617-368-6700

Fax: 617-368-6799

www.marketingdrive.com

Contract Administrator:

Ms. Cynthia Jolicoeur 800 Connecticut Avenue 3rd Floor East Norwalk, CT 06854

Phone: 617-368-6702 Fax: 617-368-6799

cjolicoeur@marketingdrive.com

Business Size: Large

Customer Information:

- 1a. Special Item Numbers 541-1 and 541-4A
- 1b. Non-products (Other Direct Costs) were awarded under this contract
- 1c. See attachment 1
- 2. Maximum order: \$1,000,000
- 3. Minimum order: \$100
- 4. Geographic coverage (delivery area): Domestic
- 5. Point(s) of production: Boston, MA, Norwalk, CT
- 6. Discount are net (discount deducted)
- 7. Quantity discounts: Not applicable
- 8. Prompt payment terms: Not applicable
- 9a. Notification that Government purchase cards are accepted at or below micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold- Yes
- 10. Foreign items: Not applicable
- 11a. Time of delivery: To be negotiated at the task order level
- 11b. Expedited delivery: Expedited delivery is available
- 11c. Overnight and 2-day delivery: Overnight and 2-day delivery are available. Schedule customer may contact the contractor for rates for overnight and 2-day delivery.
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the Contractor's representative to obtain faster delivery
- 12. F.O.B. point (s): (US) Destination
- 13a. Ordering address(es):
 - 20 Park Plaza, Suite 820, Boston, MA 02116
 - 800 Connecticut Avenue, 3rd Floor East, Norwalk, CT 06854
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):
 - 800 Connecticut Avenue, 3rd Floor East, Norwalk, CT 06854
- 25. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- 16. Export packing charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Not applicable
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable
- 19. Terms and conditions of installation: Not applicable
- 20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions of any other services: Not applicable
- 21. List of services and distribution points: Not applicable
- 22. List of participating dealers: Not applicable
- 23. Preventative maintenance: Not applicable
- 24a. Special attributes such as environmental attributes: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found: Not applicable
- 25. Data Universal Number System (DUNS) Number: 04-214-4001
- 26. Notification regarding registration in Central Contracts Registration (CCR) database: Registered

Attachment 1:
Awarded Contract Price List

For Special Item Numbers 541-1 and 541-4A

Labor Category	Price/Hour 12/6/08 – 12/5/09	Price/Hour 12/6/09 – 12/5/10	Price/Hour 12/6/10 – 12/5/11
ACCOUNT SERVICE	12/0/00 12/0/09	12/0/09 12/0/10	
Account Coordinator/AAE	\$83.81	\$86.33	\$88.92
Account Executive	\$112.46	\$115.83	\$119.30
Senior Account Executive	\$128.37	\$132.22	\$136.19
Account Supervisor	\$145.34	\$149.70	\$154.19
Account Director	\$183.54	\$189.04	\$194.71
Vice President	\$229.15	\$236.03	\$243.11
CREATIVE			
Studio Artist	\$83.81	\$86.33	\$88.92
Graphic Artist/Junior Writer	\$112.46	\$115.83	\$119.30
Art Director/Writer/Sr Graphic Artist	\$128.37	\$132.22	\$136.19
Sr. Art Director/Writer	\$145.34	\$149.70	\$154.19
Associate Creative Director/Writer	\$183.54	\$189.04	\$194.71
Creative Director	\$229.15	\$236.03	\$243.11
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PRODUCTION	000.04	000.00	
Production Assistant	\$83.81	\$86.33	\$88.92
Traffic/Production Manager	\$112.46	\$115.83	\$119.30
Creative Services Manager	\$145.34	\$149.70	\$154.19
MEDIA PLANNING			
Media Executive	\$112.46	\$115.83	\$119.30
Media Executive Media Supervisor	\$145.34	\$149.70	\$154.19
Media Director	\$183.54	\$189.04	\$194.71
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FINANCE			
Finance Manager	\$145.34	\$149.70	\$154.19

Attachment 2:

Labor Categories Description

ACCOUNT COORDINATOR

Reports to: Account Supervisor, Account Executive, Assistant Account Executive

Job Summary/Functional Responsibility:

An Account Coordinator's primary role is to assist the assigned Assistant Account Executive, Account Executive or Account Supervisor with day to day account details. This is an entry-level position with internal interaction with Account Management, Production, Sweepstakes, Fulfillment, Finance and MIS. May have limited exposure to the client.

Key areas of responsibility include program organization, administration, data entry of account plans/orders, trafficking, processing reports, managing outside vendors and aiding in the reconciliation process of a program.

Job Qualifications:

- 1. Knowledge, Skill, and Ability
- Basic understanding of marketing via college classroom training or internships
- Basic knowledge on how to operate a computer and office equipment
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to work within a team, demonstrate initiative; manage stressful situations in a positive manner
- Detail oriented.
- Ability to identify, address and manage day to day issues
- 2. Experience
- Entry level position, no related experience required but college courses or internships are preferred
- 3. Education or Formal Training
- BA/BS in Marketing or a related field.

ASSISTANT ACCOUNT EXECUTIVE

Reports to: Account Supervisor/Account Executive

Supervises: Account Coordinators

Job Summary/Functional Responsibility:

An Assistant Account Executive's role is to establish, develop and maintain strong client relationships by being viewed as a strong day to day executional resource. Assistant Account Executives are responsible for handling work orders, executional details, special/custom requests and program reconciliation. Primary interaction is with client and internal departments including; Account Management, Production, Fulfillment, Finance and MIS.

Key areas of responsibility include fielding client calls, knowledge of the client's program including set up, execution and reporting procedures. Also works with internal resources to maintain client budget through both the program execution and reconciliation.

Job Oualifications:

- 1. Knowledge, Skill, and Ability
- Basic understanding of marketing/promotion principles and practices
- Demonstrated potential to establish strong client relationships and meet client needs
- Demonstrated ability to manage budget and costs responsibilities
- Demonstrate ability to communicate (both orally and in writing) project direction and interaction with the creative/production team
- Demonstrated capacity to manage projects within approved timelines
- Proven ability to work independently, demonstrate initiative, and manage stressful situations in a positive manner
- Ability to work effectively in a team environment

• Ability to consistently demonstrate high level of integrity, common sense, and professional maturity

2. Experience

• Two (2) to four (4) years of experience in Marketing/Promotion/Advertising in fast paced; challenging environment with demonstrated ability to work in a team environment/achieve results

3. Education or Formal Training

• BA/BS in Marketing or a related field.

ACCOUNT EXECUTIVE

Reports to: Account Director/Account Supervisor

Supervises: Assistant Account Executive, Account Coordinator

Job Summary/Functional Responsibility:

Establishes, develops and maintains strong client relationship by acting as the main planning and day to day executional resource. Account Executive optimizes client business opportunities by aggressively managing program budgets and timelines and by developing/maintaining strong relationships with key internal departments.

Key areas of responsibility includes management of internal resources (production, creative, etc.) budget management, program development and execution, timeline development/management, development of comprehensive creative briefs, and legal compliance.

Job Qualifications:

1. Knowledge, Skill, and Ability

- Basic understanding of marketing/promotion principles and practices
- Demonstrated potential to establish strong client relationships and meet client needs
- Basic understanding of creative/production process
- Demonstrated ability to manage fiscal, budget, costs, and revenue responsibilities
- Demonstrated ability to communicate (both orally and in writing) project direction and to interact with the creative/production team
- Demonstrated capacity to develop and manage projects within approved timelines
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to work effectively in a team environment
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity

2. Experience

- Four (4) to six (6) years of experience in Marketing/Promotion in a fast paced, challenging environment with demonstrated ability to work in a team environment and achieve results
- 3. Education or Formal Training
- BA/BS in Marketing or related field

ACCOUNT SUPERVISOR

Reports to: Account Director, Vice President

Supervises: Account Executive, Assistant Account Executive, Account Coordinator

Job Summary/Functional Responsibility:

Develops and maintains strong client relationships, providing strategic input and management of day to day business. Account Supervisor optimizes client business opportunities by driving continuous innovation, participating in the development/implementation of client promotion/marketing plans, and by demonstrating leadership with key internal departments.

Key areas of responsibility include client relations, client business/revenue growth, development of promotion/co-marketing objectives, strategies and tactics, client management, training and development, budget management, communication strategy/creative development, and legal compliance.

Job Qualifications:

- 1. Knowledge, Skill, and Ability
- Strong understanding of marketing and promotion principles and practices
- Demonstrated ability to establish strong client relationships, understand client business, and to meet client needs
- Demonstrated potential to develop strategically sound plans, programs and tactics
- Demonstrated potential to effectively manage projects in excess of \$300M in net revenue
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity
- Demonstrated skill in proactively identifying, addressing, and resolving day to day client problems or issues
- Demonstrated ability to motivate, train and develop subordinates
- Demonstrated ability to manage fiscal, budget, costs, and revenue responsibilities
- Ability to interfaces with the creative team to communicate project focus and direction
- Demonstrated capacity to develop and manage projects within approved timelines
- Ability to instill confidence and exhibit command/presence/stature
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to lead and work effectively in a team environment

2. Experience

• Six (6) to ten (10) years of experience in Marketing/Promotion in fast paced, challenging environment with demonstrated ability to work independently with minimal direction and achieve significant results

3. Education or Formal Training

• BA/BS in Marketing or a related field.

ACCOUNT DIRECTOR

Reports to: Vice President

Supervises: Account Supervisor, Account Executive, Assistant Account Executive, Account Coordinator

Job Summary/Functional Responsibility:

Develops and maintains strong client relationships by providing strategic leadership and management of day to day business. Account Director optimizes client business opportunities by driving continuous innovation, managing efficient plan development and implementation, and by demonstrating leadership with key internal departments.

Key areas of responsibility include: client relations, client business/revenue growth, development of promotion/co-marketing objectives, strategies and tactics, client management, training and development, budget management, communication strategy/creative development, and legal compliance.

Job Qualifications

- 1. Knowledge, Skill, and Ability
- In-depth knowledge of marketing and promotion principles and practices
- Proven ability to establish strong client relationship; building client business partnerships by understanding the business and meeting the client's needs
- Demonstrated potential to sell and develop new business
- Demonstrated ability to develop strategically sound plans, programs and tactics
- Proven ability to effectively manage projects in excess of \$700M in net revenue
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity
- Demonstrated skill in proactively identifying, addressing, and resolving complex client problems or issues
- Demonstrated ability to motivate, train and develop those under him/her
- Demonstrated ability to manage fiscal, budget, costs, and revenue responsibilities
- Ability to interface with the creative team to communicate project focus and direction
- Demonstrated capacity to develop and manage projects within approved timelines

- Ability to instill confidence and exhibit command/presence/stature
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to lead and work effectively in a team environment

2. Experience

• A minimum of ten (10) years experience in Marketing/Promotion in fast paced, challenging environment with demonstrated ability to work independently with minimal direction and achieve significant results

3. Education or Formal Training

BA/BS in Marketing or a related field

CREATIVE SERVICES ASSISTANT

Reports to: Creative Services Manager

Supervises: None

Job Summary/Functional Responsibility:

The Production Assistant provides production and traffic support for the Creative Services Manager and Traffic Coordinator. Reports to Creative Services Manager.

Job Qualifications

- 1. Knowledge, Skill, and Ability
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity
- Knowledge of necessary computer applications related to varying account needs
- Ability to interface with the creative team to communicate project focus and direction
- Demonstrated capacity to develop and manage projects within approved timelines
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to write clearly and concisely
- Ability to work with accuracy and attention to detail to meet deadlines
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to establish and maintain effective working relationships
- Ability to work effectively in a team environment

2. Experience

- A minimum of one (1) year experience in Marketing/Promotion in fast paced, challenging environment with demonstrated ability to work independently.
- 3. Education or Formal Training
- BA/BS in Fine Arts, Graphics, Marketing or a related field

TRAFFIC COORDINATOR

Reports to: Creative Services Manager Supervises: Creative Services Assistant

Job Summary/Functional Responsibility:

Anticipates, prioritizes and organizes the workflow for all clients. Works closely with Creative Services Manager to create a smooth and functional traffic flow through both creative and account departments.

Job Qualifications

- 1. Knowledge, Skill, and Ability
- Ability to work in a fast-paced environment

- Ability to complete a variety of tasks simultaneously and on deadline
- Strong computer skills
- Detail-oriented
- Excellent organizational skills
- Demonstrates an ability to manage many diverse projects
- Knowledge of print and/or online production processes and operations
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity
- Demonstrated skill in proactively identifying, addressing, and resolving complex team problems or issues
- Ability to interface with the creative team to communicate project requirements
- Demonstrated capacity to develop and manage projects within approved timelines
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to lead and work effectively in a team environment

2. Experience

• A minimum of one (1) year traffic and/or program coordination in marketing or a related field

3. Education or Formal Training

BA/BS in Marketing or a related field

CREATIVE SERVICES MANAGER

Department: Creative Services

FLSA Status: Exempt

Reports to: Creative Director

Supervises: Creative Services Assistant, Traffic Assistant

Job Summary/Functional Responsibility:

Anticipates, prioritizes and organizes the overall digital production workflow for all clients. Responsible for estimating and ensuring projects are completed on time and within budgetary limits. Establishes, develops, and continually improves processes and procedures for the efficient administration of digital production functions within the creative and production departments. Provides leadership, training, and direction to studio, traffic and production. Fosters a pleasant working environment conducive to teaching, learning, quality, and efficiency. Establishes, develops, and maintains strong interdepartmental relationships with some client contact. Represents the digital department and is an integral participant in interdepartmental/ multi-team meetings. Works closely with the Creative Director and Account team.

Job Qualifications

- 1. Knowledge, Skill, and Ability
- In-depth knowledge of marketing and promotion principles and practices
- Proven ability to establish strong client relationship; building client business partnerships by understanding the business and meeting the client's needs
- Strong computer skills and ability to work with general business/office software
- Complete knowledge of current design software
- Ability to consistently demonstrate high level of integrity, common sense, and professional maturity
- Demonstrated skill in proactively identifying, addressing, and resolving complex team problems or issues
- Ability to interface with the creative team to communicate project elements
- Demonstrated capacity to develop and manage projects within approved timelines
- Ability to communicate and interface effectively with variety of people internally and externally, both orally and written
- Proven ability to work independently, demonstrate a high level of initiative, and manage stressful situations in a positive manner
- Ability to lead and work effectively in a team environment

2. Experience

• A minimum of a four (4-5) years experience in Marketing/Promotion in a fast paced, challenging environment with at least three (3) years in a management position.

- 3. Education or Formal Training
- BA/BS in Marketing or a related field

CONCEPT DEVELOPER/COPYWRITER

Reports to: Creative Director

Supervises: N/A

Job Summary/Functional Responsibility:

Develops and consults on conceptual copy for clients. Manages the time of concept writers as well as a group of freelance writers. Reports to the Creative Director on various businesses, including assistance with new business development. Works closely with the account team and the Senior Art Directors to review executed creative to conceptual and design strategies developed. This position works closely with outside vendors and freelancers. Interacts and function with account, production, and digital staff in internal meetings.

Job Qualifications:

- 1. Technical Skills
- Demonstrated knowledge of promotional marketing discipline, with previous experience in conceptual development for promotional programs
- Demonstrated leadership and training abilities
- Must have proficiency in Word, Email, PowerPoint
- 2. Strategic and Communication Skills
- Proven ability to interact and brainstorm well with team members
- Demonstrated high-level of initiative
- Ability to work effectively in a team environment
- Understanding of marketing and promotion principles and practices
- Demonstrated ability to communicate effectively with a variety of people, both verbally and written

3. Experience

- A minimum of three (3) years of experience in a challenging, fast-paced agency environment
- Advertising/direct/PR and/or any facet of promotional marketing agency experience

ASSOCIATE ART DIRECTOR

Reports to: Senior Art Director

Supervises: N/A

Job Summary/Functional Responsibility:

The Associate Art Director is an entry-level position in the Creative Department. The main responsibility of this position is to provide creative support to the assigned account team. This position takes direction from creative staff, and should understand enough about the creative process to execute projects within given timelines.

This position requires adequate general graphic design skills with an eye for layout, type, and color usage. Associate Art Directors have an understanding of projects on a tactical level (Design, production, and coordination) display conceptual ideas in both B&W Rough, as well as in electronic form.

Job Qualifications

1. Knowledge, Skill, and Ability

- Ability to operate flatbed scanner to create scans for layout purposes
- Basic understanding of Photoshop
- Basic understanding of different file and font formats
- Basic understanding of CMYK issues
- Basic understanding of typography
- Basic understanding of creative/production/prepress process

- Demonstrated potential for growth in technical skills
- Good sense of layout, type, and color
- Strong desire to build and develop existing design skills

2. Strategic and Communication Skills

- Ability to work well in fast-paced environment and to adapt easily to changing workflows
- Demonstrated ability to learn quickly
- Ability to work effectively in a team environment
- Ability to take written and verbal directions well

3. Experience

- One (1) year experience in a challenging, fast-paced creative/production studio
- 4. Education or Formal Training
- BA in Fine Art or equivalent life-experience

ART DIRECTOR

Reports to: Senior Art Director Supervises: Associate Art Director

Job Summary/Functional Responsibility:

An Art Director's primary role is to assist the assigned Creative Team with the development and design of creative work.

Key areas of responsibility include tactical and strategic graphic design in both Black & White and electronic form. Responsible for developing creative contributions in brainstorm sessions, and will work with copywriters to deliver effective copy. This position works closely with outside vendors and freelancers, as well as internal creative staff in a leadership role. Interacts and function with account, production, and digital staff in internal meetings.

Job Qualifications

- 1. Knowledge, Skill, and Ability
- Technically proficient in Photoshop, QuarkXpress and Illustrator
- Demonstrated ability to produce complex layout files that will result in color client presentations
- Demonstrated understanding of the printing process, including scanner resolution, line-screen, DPI/PPI, dot gain, color depth, image mode, file format, and similar issues
- Knowledge of typography and page layout
- Good sense of layout, type, and color
- Ability to work well in fast-paced environment and to adapt easily to changing workflows
- Proven ability to work independently
- Demonstrated ability to take initiative to complete projects
- Ability to work effectively in a team environment
- Basic understanding of marketing and promotion principles and practices
- Ability to communicate effectively both orally and written

2. Experience

- Three (3) to five (5) years of experience in a challenging, fast-paced creative/production studio
- 3. Education or Formal Training
- BA in Fine Art or equivalent life-experience

ASSOCIATE CREATIVE DIRECTOR

Reports to: Vice President, Creative Director Supervises: Senior Art Director, Art Director

Job Summary/Functional Responsibility:

Develops strategically-orientated creative designs related to the clients' overall business plans and goals. Establishes both internal team and client relations. Is an integral participant in team brainstorms. Communicates effectively with clients as well as possesses exceptional presentation skills. Acts as a team leader to motivate, manage and orchestrate team members to deliver excellent design work that is strategically sound. Reports directly to Vice President Creative Director, as well as Chief Creative Officer on various business as well as involvement with new business development.

Key areas of responsibility include: Creative Design, Budgetary Management, Project Management, Team Development and Client Relations.

Job Qualifications

- 1. Technical Skills
- Demonstrated knowledge of complex problem solving
- Demonstrated leadership and training abilities
- Proficient in Photoshop, QuarkXpress and Illustrator
- Demonstrated understanding of the tradeoffs for different print production methods
- Understands the relationship between production of graphic files and the things that can happen in later stages (prepress, press, bindery)
- Demonstrated ability to manage and take responsibility for large-budget projects (e.g. high-end vendors, freelancers, subordinates)

2. Artistic Skills

- Exceptional design skills
- Expertise of typography and page layout
- Excellent sense of layout, type, and color

3. Strategic and Communication Skills

- Proven ability to manage difficult workflow with little supervision
- Proven ability to interact and brainstorm well with team members
- Demonstrated high-level of initiative
- Ability to work effectively in a team environment
- Understanding of marketing and promotion principles and practices
- Demonstrated ability to communicate effectively with a variety of people, both verbally and written
- 4. Experience
- A minimum of six (6) years of experience in a challenging, fast-paced creative/production studio
- 5. Education or Formal Training
- BA in Fine Arts or equivalent life-experience.

CREATIVE DIRECTOR

Reports to: CCO

Supervises: ACD Senior Art Director, Art Director and related Digital support

Job Summary/Functional Responsibility:

Develops strategic promotional marketing creative programs to support agency clients' overall business plans and goals. Supports the agency's creative direction and standard for work product as determined by the Chief Creative Officer. Responsible for all conceptual development and creative execution on brands directly supervised, along with corresponding Account Leaders. Participates in agency ideation process to develop ideas and present at team meetings. Responsible for all execution of assigned clients' concepts through final creative production. Responsible for managing both design and copy aspects of final creative product.

Functions as the "senior creative manager" for clients to ensure brand equity and brand graphic standards. Communicates effectively with clients and possesses exceptional presentation skills. The job requires a team leader who must motivate, manage and orchestrate to deliver excellent conceptual and graphic work that is strategic, sound and on-time/budget. Reports directly to CCO, on various business as well as involvement with new business development as needed. As a senior manager of the creative team and the agency, must maintain the highest level of respect and integrity.

Key areas of responsibility include: Promotional Marketing Concept Development, Creative design related to concepts or copy (depending on focus of individual position), Budgetary management, Project Management, Team Development and Client Relations.

Job Qualifications

- 1. Technical Skills
- Demonstrated knowledge of promotional marketing discipline, with previous experience in conceptual development for promotional programs
- Demonstrated leadership and training abilities
- Must have proficiency in Word, Email, PowerPoint with general knowledge of Photoshop, QuarkXpress and Illustrator
- Demonstrated understanding of the tradeoffs for different print production methods
- Understands the relationship between production of graphic files and the things that can happen (go wrong) in later stages (prepress, press, bindery)
- Demonstrated ability to manage and take responsibility for large-budget projects (e.g. high-end vendors, freelancers, subordinates)

2. Artistic Skills

- Exceptional design skills
- Expertise of typography and page layout
- Excellent sense of layout, type, and color
- Ability to develop concept statements in written thematics form and executional descriptions for both internal and external presentation

3. Strategic and Communication Skills

- Proven ability to manage difficult workflow with little supervision
- Proven ability to interact and brainstorm well with team members
- Demonstrated high-level of initiative
- Ability to work effectively in a team environment
- Understanding of marketing and promotion principles and practices
- Demonstrated ability to communicate effectively with a variety of people, both verbally and written

4. Experience

- A minimum of six (6) years of experience in a challenging, fast-paced agency environment
- Advertising/direct/PR and/or any facet of promotional marketing agency experience

5. Education or Formal Training

- Design BA in Fine Arts or equivalent life-experience
- Copy BA or BS ideally in English, Journalism or equivalent life-experience

FINANCE MANAGER

Reports to: Controller Supervises: N/A

Job Summary/Functional Responsibility:

Responsible for all aspects of the billing process, along with the analysis and reconciliation of the general ledger accounts.

Job Qualifications

- 1. Knowledge, Skills & Abilities
- General knowledge of accounting and an understanding of general ledger journal entry preparation
- Strong organizational skills
- Detail oriented

2. Experience

• Must possess a minimum of three (3) to five (5) years of accounting related experience

- 3. Education or Formal TrainingBachelors Degree in Accounting or Finance